



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Road Yard Supervisor I

FLSA: E

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs supervisory work of moderate difficulty in the construction, maintenance and repair of roads and highways; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises highway maintenance, repair and construction work crews.
- Schedules and implements changes as directed.
- Inspects roadways.
- Ensures compliance with safety requirements.
- Trains employees in safety, road maintenance and fleet operations; arranges for training from federal and state regulatory agencies. Oversees personnel in assigned road district and road yard of the County; presents recommendations on personnel matters.
- Assigns projects to Road Supervisors; schedules weekly maintenance, construction projects and other highway issues such as culvert work, tree removal, and culvert inspections.
- Assigns equipment for construction and maintenance of roads, culverts and drains; maintains inventory of all road construction and repair equipment; schedules regular maintenance of fleet.
- Meets with staff, co-workers, and other governmental agencies to coordinate road work and ensure policies and procedures are observed with such agencies as ADOT, Sheriff's Office, cities, federal forest service, development services, State Game and Fish Department.
- Attends and participates in pre-construction meetings providing perspectives of road conditions and locales.
- Reviews plans of construction projects for implementation planning and assignments.
- Tracks road projects and fleet maintenance in the computer.
- Plans, implements and monitors budget and expenses; uses the five year capital plan for equipment and fleet maintenance and replacement.
- Responds to complaints from citizens and makes site visits to investigate and gather information as needed.
- Maintains records and prepares reports.

Knowledge and Skills:

- Knowledge of techniques used for general highway maintenance and construction
- Knowledge of safety requirements and practices relative to highway operations.
- Knowledge of the operation and care of highway equipment.
- Knowledge of surveying and testing procedures used in road repair.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or G.E.D.; AND three years progressively responsible experience in highway maintenance or construction programs; AND a CDL driver's license.